

Date: **24 MARCH 2025**

NOTICE OF VACANCY

We wish to inform you that the Department of Social Welfare and Development (DSWD) Field Office Caraga has **one (1) vacant Contract of Service** position with details as follows:

Office: Disaster Response Management Division

ADMINISTRATIVE AIDE IV (EXTENDED DEADLINE)

Item number : N/A
Compensation : SG 4 (Php 15,586.00)
Place of Assignment : DRMD Satellite Warehouse, Tandag City

PREFERRED QUALIFICATIONS:

Education : Bachelor's degree relevant to the job
Training : At least eight (8) hours of relevant training
Experience : At least one (1) year relevant experience in warehouse setting and warehouse management system
Eligibility : Not required
Skills : Proficient in the use of MS Office and Excel; basic knowledge and skills on warehouse inventory management, recording, monitoring and reporting.

General Functions:

The Administrative Aide IV designated as Storekeeper is responsible for maintaining the organization, efficiency and safety of the warehouse. This role involves receiving, storing and distributing materials and products, ensuring inventory accuracy and supporting overall warehouse operations.

Primary Tasks:

1. Overall, in-charge of storing food and non-food items including raw materials and donated items.
 - 1.1 Ensure proper and safe storage; labeling of goods.
 - 1.2 Prepares and updates bin cards.
 - 1.3 Monitors inventory and raw materials, reports aging and acts on inventory items nearing expiry or end of warranty period.
 - 1.4 Inspection of inventory and warehouse and initiate needed upkeep and maintenance.
2. Ensures the implementation of standard operating procedures and internal policies.
3. Inspection and cleaning of Food and Non-food Items.

4. Ensure proper segregation of damaged goods from warehouse.
5. Facilitate and monitor release of goods from warehouse.
6. Prepare Tally-out Sheet using Requisition and Issuance Slip as basis for issuance of goods.
7. Facilitate and monitor the goods in transit to the satellite warehouse.
8. Accomplish Inventory Transfer Report and Lost and Damage Report based on applicability and submit to Regional Resource Operation Section copy furnish the Warehouse Bookkeeper.
9. Facilitate unloading and receipt of goods; ensure signing of document.
10. Conducts regular inventory of the food and non-food items and other humanitarian cargoes.
11. Supervise and monitors production of family food packs and non-food items including raw materials.
12. Conduct regular monitoring of prepositioned relief goods to LGU Warehouses in his designated are of assignment and submits incident and feedback report with photo documentation whichever is applicable.
13. Submits source documents to Warehouse Bookkeeper.
14. Perform other related tasks as assigned by the supervisor.

Applicants should be guided by the following **Criteria for Evaluation**:

• Education (E)	25%
• Training (T)	10%
• Experience (E)	25%
• Initial Qualifying Test (IQT)	10%
• Special Exam (Technical)	10%
• Interview	15%
• IPCR or any related Performance Assessment Review	5%
Total	100%

Initial Shortlisting: Obtain 75% or 45 points of the maximum total score of ETE

Second Shortlisting: Top Five Highest rating but overall rating should not less than 80%

Interested and qualified applicants may submit their application through <https://caraga-iris.dswd.gov.ph/>, with the complete scanned copies of the following documents below **on or before MARCH 28, 2025**.

1. Application letter addressed to Regional Director Mari-Flor A. Dollaga-Libang;
2. .PDF file of duly filled out notarized **Personal Data Sheet** with affixed signature and passport size ID picture (Civil Service Form No. 212, Revised 2017 which can be downloaded at <https://tinyurl.com/cscform212r2017>);
3. .PDF file of duly filled out **Work Experience Sheet** which can be downloaded at <https://tinyurl.com/cscform212r2017>;
4. Authenticated copy of Transcript of Records or equivalent;
5. Authenticated copy of certificate of eligibility/rating/license (*if applicable*);
6. Copy of Certificate of relevant trainings and seminars attended (*if indicated in the PDS*); and

7. Copy of duly signed Individual Performance Contract Rating/Summary of Rating Performance Contract Assessment or equivalent (*if with work experience*).

*****IMPORTANT REMINDERS*****

- a. All applications shall ONLY be submitted through the above-mentioned link.
- b. Files should be in a PDF/PNG/JPEG (ensure that it is clear and readable). If you have multiple pages/photos for one requirement, you may use this link (<https://combinepdf.com/>) for combining documents.
- c. Request for extension of submission and application with incomplete documents shall not be entertained.
- d. All communications pertaining to your application shall be sent via text/e-mail.
- e. All application documents must be readily available for submission once the applicant is considered for the position.

All vacant positions shall be open to all qualified applicants regardless of age, gender, civil status, disability, region, ethnicity, social status, class, political affiliation, or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.

For inquiries, please call Human Resource Planning and Performance Management Section through the telephone number (085) 303-8620 local 114 or send us your queries through <https://caraga-iris.dswd.gov.ph/>.


GENELYN P. MARTURILLAS
Administrative Officer V
Human Resource Planning and Performance Management Section